

Green Building Tax Credit: How It Works

Once you've decided to build a green building, the first thing you need to do is to download the application form **Initial Credit Certificate Application** and apply from November 10 - November 30, 2011. The application form will guide you through all the requirements. Once you have completely filled out the application form, send it to:

Dr. Nandini Mouli

Maryland Energy Administration (MEA)

60, West Street, Suite 300

Maryland Energy Administration

Annapolis, MD 21401

After we review it, we will issue you a certificate, **Initial Credit Certificate**, stating the maximum credit amount that you are eligible for. The review process may take up to 15 days.

After obtaining the Initial Credit Certificate, the new building has to be constructed and occupied within 3 years of getting the Initial Credit Certificate from MEA. The LEED accredited professional must submit an **Eligibility Certificate** to MEA after receiving your certificate of occupancy. The Eligibility Certificate states that the building meets the criteria necessary to receive the tax credit.

After reviewing the Eligibility Certificate and accompanying documentation, MEA will issue you a **Final Credit Certificate** which will state the amount of credits you are entitled to from the Comptroller. This process may take up to 60 days.

To claim the tax credit, submit a copy of the Eligibility Certificate and the Final Credit Certificate along with your income tax claim.